

COAT DECISION WRITING COURSE

**3 & 4 August 2018, Administrative Appeals Tribunal, Principal Registry,
Level 6, 83 Clarence St, Sydney**

OVERVIEW

The Council of Australasian Tribunals two-day Decision Writing Course for Tribunal members is focused at members with a minimum of two years' experience. The workshop is designed to improve decision writing skills through analysis, discussion and rewriting aspects of reasons for decision in small groups. The workshop will provide participants with practical tools and tips for better decision writing. The workshop will be highly interactive and feature small group exercises.

Topics include:

- preparing and planning reasons for decisions
- structuring reasons for decisions
- writing decisions that are clear, comprehensive, and convincing, and
- getting started and keeping going.

FACILITATORS

The Hon Acting Judge Jennifer Boland AM

Jennifer (Jenny) Boland was appointed as a Judge of the Family Court of Australia in October 1999. In July 2004 she was assigned a Judge of the Appeal Division of the Court. Jenny is presently an Acting Judge of the District Court of NSW, Deputy President and Head of the Occupational Division of the NSW Civil and Administrative Tribunal.

In 1982 she obtained a Dip Law (SAB) and in 1991 was admitted to the degree of Master of Laws, University of Sydney. In 1993 she received specialist accreditation from the Law Society in family law, and in 1996 obtained specialist accreditation in advocacy. Jenny was a litigation partner in the firm Corrs Chambers Westgarth, and practised in the diverse areas of product liability and family law. In 2012 Jenny was admitted as a Member of the Order of Australia.

Appointments include:

- 1994 Member, NSW Legal Advisory Council
- 1995 Chairperson, Family Law Council
- 1996 Member, Legal Services Tribunal
- 1996 Consultative committee - Australian Law Reform Commission's reference into the adversarial system
- New South Wales Senior Solicitor scheme
- 1997 Acting Judge District Court of NSW
- 1999 Judge, Family Court of Australia
- 2004 Judge, Appeal Division, Family Court of Australia
- 2010 Member, Guardianship Tribunal, New South Wales
- 2011 Adjunct Professor of Law, University of Sydney
- 2012 Acting Judge, Family Court of Western Australia
- 2012, Chair, Nursing and Midwifery Tribunal, and Deputy Chair of a number of the Health Professions Tribunals.
- 2013 Acting Judge, District Court of NSW, List Manager Health Practitioner Division List.
- 2014 Deputy President, Head Occupational Division NCAT

Gideon Haigh

Gideon Haigh has contributed to more than a hundred newspapers and magazine and is the author of thirty-five books, the latest of which is *A Scandal in Bohemia: The Life and Death of Mollie Dean* (Penguin). He is the winner of premier's literary awards in Victoria, NSW and Queensland, two Waverley Library Awards, a Ned Kelly for True Crime, and seven Australian Cricket Society Literary Awards.

Narelle Bell

Narelle Bell has practised as a lawyer in private practice, in the community sector as Principal Solicitor of Redfern Legal Centre and in the public sector in senior roles at the NSW Anti-Discrimination Board and NSW Attorney General's Department.

Narelle has worked as a tribunal member for more than twenty years – at the Social Security Appeals Tribunal, the Equal Opportunity Tribunal, the NSW Administrative Decisions Tribunal and serving as a full time Senior Member of the Commonwealth Administrative Appeals Tribunal for 13 years.

For more than 10 years Narelle has taught reasoning, decision writing and hearing skills to courts, tribunals and agency decision makers in Australia and overseas.

Narelle is also the National Aircraft Noise Ombudsman, a Member of the Board of Western Sydney Local Health District, legal member of the Western Sydney Local District Human Research Medical Ethics Committee and a Member of the Centre for Health Record Linkage Advisory Committee.

Anne Britton

Principal Member of the NSW Civil and Administrative Tribunal, Anne Britton sits in the Tribunal's Guardianship, Occupational (Health Practitioner List), Administrative and Equal Opportunity divisions and is appointed to the Tribunal's Appeal Panel. For close to two decades Anne has held senior roles in State and Commonwealth Tribunals, including as a Senior Member of the Administrative Appeals Tribunal and Deputy President of the NSW Administrative Decisions Tribunal. Anne taught in the Masters program at UNSW Law School and has significant experience in governance roles, including as a former director of the NSW Legal Aid Commission and the Communications Law Centre. Anne is the Chair of the Council of Australasian Tribunals (COAT) and a member of the Judicial Council on Cultural Diversity. Anne has a long-standing interest in Tribunal member professional development, and among other things, has led the development of COAT's on-line course for new members, which was launched in 2017.

COAT DECISION WRITING COURSE – PROGRAM DAY 1

Time & Facilitator	Description
9.00 -9.45 Narelle Bell	Introductions and overview of the program
9.45 – 11.15 Judge Jenny Boland	What are adequate reasons? - the purpose of reasons and what courts and reviewers expect - tips for appeal proofing - exercise
11.15 – 11.45	Morning tea
11.45 – 12.45 Narelle Bell	Using the issues focused method - identifying and sequencing the issues and using them to build the framework for the decision.
12.45 -1.15 Narelle Bell	What makes an effective beginning? - understanding the purpose of an introduction in a statement of reasons.
1.15 – 2.00	Lunch
2.00 – 3.30pm Narelle Bell	Writing an introduction to a tribunal decision - practical exercises writing introductions
3.30 – 3.45	Comfort Break
3.45 – 4.15	Writing an introduction to a tribunal decision continued
4.15 - 4.30	Review of day one & overview of day two

COAT DECISION WRITING COURSE – PROGRAM DAY 2

Time & Facilitator	Description
9.00 – 9.05 Anne Britton	Welcome to day two and Introduction to Gideon Haigh
9.05 – 10.45 Gideon Haigh	A writer's perspective - how to explain complex, cumbersome ideas in a way that's easily grasped - how to write to persuade - useful guidelines and tips - procrastination tips & strategies Introductions and overview of the program
10.45 – 11.00	Morning tea
11.00 – 1.00 Gideon Haigh	Style and review - plain style – what is it? - style pitfalls to avoid - tricks for effective editing and reviewing
1.00 – 1.45	Lunch
1.45 – 3.00 Narelle Bell	Revisiting the issues and aligning the introduction - revisit the issues identified and phrased in day one, make amendments to phrasing and sequence and finesse the introduction.
3.00 – 3.15	Comfort Break
3.15 -3.55 Narelle Bell	Analysing the Issues - making findings of fact - IRAC (Issue, Rule, Application, Conclusion), factors and guidelines
3.55 -4.00	Conclusion of program - feedback and evaluation

CONTACTS (DURING THE COURSE)

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